



LIEUTENANT, YOUTH AUTHORITY
Final Filing Date: March 12, 2009

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority and California Prison Health Care Services [Plata])

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Office of Selection Services
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation Office of Selection Services
1515 "S" Street, Room 522-N
Sacramento, CA 95811
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS March 12, 2009, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the written test date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during June/July 2009.

SALARY RANGE(S) As of: 07/07/08.
\$6,388 - \$7,762

MINIMUM QUALIFICATIONS

Either I
Experience: Two years experience performing the duties of a Sergeant, Youth Authority, or a Senior Youth Correctional Counselor.

And
Education: Completion of high School equivalency or a two or four year degree from an accredited college or university.

Or II
Experience: Three years experience with responsibility for security, custody, and supervision of adult or juvenile offenders in either:
1. A correctional facility. or
2. A county juvenile facility. or
3. Other state, county, or city-operated 24-hour custody facility.
At least two years of this experience must have been as a supervisor over other employees. (Experience in California state service applied toward this requirement must include two years performing the duties of a class at a level of responsibility not less than that of a Sergeant, Youth Authority.)

And
Education: Completion of high school equivalency or a two or four year degree from an accredited college or university.

Special Personal Characteristics: Emotional maturity and stability; demonstrated leadership ability; empathetic and objective understanding of the problems of youthful offenders in custody; honesty; integrity; tact; patience; high moral standards; neat personal appearance; keenness of observation; willingness to work impartially with and accept the various racial, ethnic, and cultural differences of staff and the youthful offenders in custody; a continuing satisfactory record as a law-abiding citizen; punctuality and willingness to work various shifts, including weekends and holidays, and to report for duty at any time emergencies arise; sound physical, mental, and emotional condition; strength, endurance, and agility necessary to meet the demands of the job; visual acuity and hearing sufficient to meet the demands of the job; willingness to travel; and a satisfactory driving record.

Additional Desirable Qualifications: Possession of a valid driver license may be required at the time of appointment; an appropriate commercial driver license is required for person working in a Youth Conservation Camp or performing Transportation Officer duties.

MINIMUM
QUALIFICATIONS
(CONTINUED)

NOTE: High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

- Scope:**
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:
- A. Knowledge of:**
- 1. The purpose, organization, and administrative practices of the Department of Corrections and Rehabilitation
 - 2. Principles and techniques of employee supervision
 - 3. Training and motivational techniques for subordinate staff
 - 4. Principles and techniques of security, custody, and individual and group supervision of youthful offenders
 - 5. The departmental health and safety program
 - 6. Characteristics of the youthful offender population of the Department
 - 7. Provisions and procedures of the DDMS and of the Youthful offender grievance system
 - 8. Court decisions affecting the rights of youthful offenders in the Department
 - 9. Departmental and institutional policies
 - 10. The Department's Equal Employment Opportunity Program goals and objectives
 - 11. A manager's role in providing equal employment opportunity to all individuals
 - 12. Administration of collective bargaining agreements and grievance handling
 - 13. The principles and practice of the Department's labor-management relations policies
 - 14. The principles and practices of organizational administration including program planning, monitoring, evaluating, and budgeting
 - 15. Basic investigative and interviewing techniques and procedures, report writing, and preparation of concise and complete work
 - 16. Procedures pertaining to the transportation of youthful offenders
- B. Ability to:**
- 1. Apply the principles and techniques of security, custody, and individual and group supervision of youthful offenders
 - 2. Elicit cooperation, interest, and respect of employees and youthful offenders
 - 3. Maintain custody and control of youthful offenders
 - 4. Apply fair and firm discipline
 - 5. Keep records and prepare reports
 - 6. Analyze situations accurately and take effective action
 - 7. Think and act quickly in emergencies
 - 8. Supervise, plan, organize, and direct the work of others
 - 9. Train, evaluate, and discipline subordinate staff
 - 10. Effectively contribute to the Department's equal employment opportunity goals and objectives
 - 11. Establish and maintain positive working relationships
 - 12. Communicate effectively at a level for successful job performance
 - 13. Represent the Department's position on collective bargaining agreements
 - 14. Interpret and apply collective bargaining agreements and effectively respond to employee grievances
 - 15. Effectively manage a comprehensive safety, health, security, and custody program for a facility
 - 16. Perform liaison and community relations duties
 - 17. Effectively conduct interviews and investigation

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

Lieutenant, Youth Authority, under direction, in the Department of Corrections and Rehabilitation, either (1) in a facility, reception center/clinic, or camp, assists in planning, organizing, and directing the security and safety-related activities of the facility; provides direct supervision to first-line supervisors and security personnel; provides functional supervision to program personnel in security-related matters; serves a duty officer; or serves as the scheduling officer with responsibility for scheduling living units and security staff; or serves as the Disciplinary Decision-Making System (DDMS) investigator; (2) or Office of Background Investigations, supervises a group of background investigators; (3) or in the Transportation Unit, supervises a group of transportation officers; (4) or in a Headquarters' assignment; (5) or in the Office of Training and Professional Development; and does other related work.

Position(s) exists statewide with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

SPECIAL
REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the Examination Application, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.

Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections and Rehabilitations' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

GENERAL INFORMATION
(CONTINUED)

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS